# Company Name Company Number

**Annual General Meeting Date at Time, Venue**

# Appointment of Proxy

Sample Proxy Form



If you are unable to attend the meeting and would like to appoint a proxy to attend and vote on your behalf please complete, sign and return this Appointment of Proxy form **by date.** You may indicate in this notice how you wish your proxy to vote on any resolutions put to the Annual General Meeting, but if no indication is given, this notice will be treated as allowing your proxy to vote or abstain from voting at his or her discretion.

I (state your name)

Organisation (if applicable) being a **member** of **add social business name** wish to appoint the member listed below to act as my proxy

to vote for me and on my behalf at **add social business’s** Annual General Meeting on **date** and at any adjournment of the meeting.

**Name of appointed proxy: add social business name Chairperson\***

**Name of alternative proxy\*:**

\*Alternative proxy must be a member of **add social business name**. If you do not state an alternative name, the Chairperson will act as your proxy.

**Signature: Your address: Tel. No:** Instructions to proxy, if any \*:

\*If you do not provide specific instructions your appointed proxy will use their discretion to vote for you in all matters including the following:

Approval of the minutes of the 201X AGM Approval of the Secretary’s report Approval of the 20XX/XX Audited Accounts Elections to the Board of Directors Approval of the re-appointment of Auditors

**Please return the Appointment of Proxy to arrive no later than date by email to company** [**secretary@companyname.com**](mailto:secretary@companyname.com)

**Or post to: Name, Address**